

## STATUTE NO. 32

(Approved by the Co-ordination Committee in its meeting held on 27-28 October, 1988-came into force w.e.f. 1-4-1987)

### Statute for the grant of pension and gratuity to the employees of Bastar University, Jagdalpur (UNIPENGRAF)

The Government of Madhya Pradesh in Higher Education Department, Bhopal vide letter No. ----- dated ----- have been pleased to direct that the pension gratuity, family pension and commutation of pension benefits admissible to the Government servants of Madhya Pradesh under the Madhya Pradesh Civil Services (Pension) Rules, 1976 and the M.P. Civil Pension (commutation) Rules, 1976 as amended from time to time may be made applicable to the regular, approved and full time employees, officers and teachers of the university with effect from 1-4-1987.

#### 2. For the purpose of this Statute:

A regular approved employee means an employee appointed substantively on a permanent post approved by the Government in a regular scale and will exclude employed who are holding substantive or officiating posts and which posts have been approved by the Government or the M.P. Uchcha Shiksha Anudan Ayog for the purpose of maintenance grant:

Full time employee means an employee not appointed on part-time basis, or persons employed on contract or person appointed as visiting teachers.

#### 3. The Executive Council of the University hereby approves this Statute which constitutes of following scheme for employees, officers and teacher of the University.

SCHEME (A) Employee Contributory Provident Fund Scheme as given in Statute No. 26 as amended from time to time under the Madhya Pradesh Vishwavidyalaya Adhiniyam, 1973 and already prevalent in the University

SCHEME (B) Pension and gratuity scheme as admissible to the Government servants of the Madhya Pradesh under the M.P. Civil Services (Pension) Rules, 1976 as amended from time to time.

This Statute shall come into force from such date as the Co-ordination Committee may specify under Sub-Section (7) of Section 36 of the M.P.V.V. Adhiniyam, 1973 and shall cover persons who retire on or after 1-4-87 from the service of the Universities mentioned in second schedule to the M.P. Vishwavidyalaya Adhiniyam, 1973.

#### 4. EXERCISE OF OPTION:

All employees, officers and teacher who were in the service of the University as on 31-3-1987 and were eligible for employees' contributory fund scheme as given in Statute 26 and who are continuing in the service of the University on the date of promulgation of this statute, will be required to give an option to elect either to continue under the existing Employees Contributory Provident Fund Scheme (Scheme A) or to elect to come under the Pension and Gratuity Scheme (Scheme B).

For new entrants in the University after the promulgation of this Statute, the pension and gratuity scheme will be compulsory from the date they fulfil the requirements of clause 2 of this Statute. However, the teacher as defined under the Madhya Pradesh Vishwavidyalaya Adhiniyam, 1973, will have an option at the time of their appointment to elect to join the Employees Contributory Provident Fund Scheme (Scheme A) or Pension and Gratuity Scheme (Scheme B). The option once exercised by the above said teacher shall be final and binding.

5. The option should be exercised within a period of two months from the date of promulgation of this Statute in a prescribed form in triplicate.

The first copy of the option shall be pasted in the service book of the employee, the second copy will remain in the records of the University and the third copy will be sent to the Madhya Pradesh Uchcha Shiksha Anudan Ayog, for record. Employee who do not exercise the option before the stipulated date shall be deemed to have opted for the retention of the benefits admissible to them prior to 31-3-1987.

6. Where an employee has died on any date prior to the stipulated date for the option, his family shall be given the benefit of pension and gratuity scheme or the employee contributory Provident Fund Scheme according to the family option.

7. **The option once exercised shall be final and binding.**

8. An employee joining the University after continuous qualifying service on permanent or temporary basis, shall in the event of permanent appointment or absorption in the University at his option will be allowed the benefit of the past continuous service rendered in Government or other organisations fully or partly financed by Govt. of M.P. or Central Gove. or any organization of repute which has recognition of Stat/Central Govt. The amount of retirement benefits deposited to pension fund shall be commensurate with the period of service to be counted for pensioner benefit i.e. the pensioner benefits will be admissible only for the period for which retirements benefits are deposited by the employee provided:

(a) The absorption is in public interest and

(b) All retirement benefits received by the employee are refunded to the University for depositing in pension and gratuity fund:

(c) In such cases only such period of service rendered on regular establishment against a regular time scale of pay will be taken into account as qualifying service for pension and/or gratuity as may be admissible under the rules.

**9. Creation and Constitution of University Employees Pension and Gratuity Fund:**

In order to meet the expenditure on pension and gratuity disbursement to the employee and the University as prescribed in the M.P. Civil Service (Pension) Rules, 1976 and in order to meet other residential expenses on the operation on the Scheme, a University Employees Pension and Gratuity Fund (UNIPENGRAF) shall be created and it shall be centrally controlled and administrated by the Madhya Pradesh Uchcha Shiksha Anudan Ayog, Bhopal. It shall comprise and be constituted out of the showing amounts.

(a) Monthly contributory provident fund subscription made by the university to the account of each employee as university share as per Statute No. 26 of the University in respect of persons who elect to join the Pension and Gratuity Scheme under this Statute.

(b) The accumulated balance of the subscription to the contributory Provident Fund of each employee made by the university as university share together with interest thereon (upto the date of transfer of the amount by university) will be credited to the University Employees Pension

and Gratuity Fund (UNIPENGRAF) maintained at the level of the M.P. Uchcha Shiksha Anudan Ayog. The University share of the employee who have opted to retain the Contributory Provident Fund Scheme, will not be transferred to the University Employee Pension and Gratuity Fund (UNIPENGRAF) but shall be continued to be maintained separately as per provisions of the existing contributory Provident Fund Scheme under Statute No. 26

In order to implement the Pension Scheme, the Registrar of the University will ensure that at least 90% of the accumulated balance of university share is credited to University Employees Pension and Gratuity Fund (UNIPENGRAF) within one month from the date of promulgation of the Statute. Only such employees in respect of whom 90% of the University Share is credited to the Pension Fund within prescribed time shall be covered under the scheme. Where a university has granted house building advance to any employee to the extent of 75% of the total amount of CPF as provided in the relevant Statute, the condition regarding deposit of 90% of university share due to an employee could be relaxed by the M.P. Uchcha Shiksha Anudan Ayog on merits of each case. For this purpose the M.P.U.S.S.A.A would be competent to issue necessary directions and such directions will be binding on the University. Where M.P.U.S.S.A.A has granted relaxation in respect of an employee, such employee would be covered by this Scheme. The remaining amount of 10% of the University share with interest shall be deposited by the Registrar in the University Employees Pension and Gratuity Fund (UNIPENGRAF) within a maximum period of six months from the date of promulgation of the Statute in respect of the employee who opt to join this scheme.

(c) Grant-in-aid sanctioned by the Government from time to time to cover the deficiency of funds in running the Pension and Gratuity Scheme.

(d) Amount mentioned under paragraph 8 (b) above.

(e) Amount earned as interest on investment of the Fund.

(f) The employee who have already retired on or after 1-4-1987 and have given option for joining the pension and gratuity scheme and received part of full amount with interest of their contributory provident fund, shall be required to deposit in one instalment in the university the part or full share of the university contribution towards provident fund along with the interest thereon paid to them along with simple interest on the above amount at 5% from the date of receipt of the amount till the date on which the amount is credit to the pension fund for transferring the amount to the University Employees Pension and Gratuity Fund (UNIPENGRAF) within a period of six months from the date of promulgation of this Statute to get the benefit of the Pension and Gratuity Scheme.

10. The employee who have retired after 1-4-1987 but have not received part or full amount of their contributory provident fund and interest thereon shall have to give a written undertaking to the university to transfer the remaining part or full amount with the interest to the University Employees Pension and Gratuity Fund (UNIPENGRAF) within two months to be eligible for Pension and Gratuity benefits under this Statute. Persons who do not fulfil this condition by the date prescribed above shall not be eligible to get the benefits of the Pension and Gratuity Scheme.

11. The monthly contribution towards Contributory Provident Fund amount of each employee as university share shall be fixed once in a year by the Registrar of the university preferable in April every year and the amount so determined in respect of the eligible employees of the university shall be adjusted from the monthly maintenance grant of the university by the Madhya Pradesh Uchcha Shiksha Anudan Ayog credited to the University Employees Pension and Gratuity Fund (UNIPENGRAF). The Assessment of the amount will be done in the month of May of the following year and the difference of amount, if any, will be adjusted from the monthly maintenance

grant of the university and transferred to the University Employees Pension and Gratuity Fund (UNIPENGRAF)

**12. Procedure of remittance of money by the university for deposited in University Employees Pension and Gratuity Fund (UNIPENGRAF)**

- (a) All remittances shall be received directly by the ----- (Name of the Bank)
- (b) Remittances shall be in the form of a demand draft drawn on ----- (Name of the Bank) at centres where neither the bank nor its subsidiary has a branch, the drafts may be purchased through any of the nationalised banks at the respective centres and drawn on their branch at Bhopal. Such drafts will be collected through the clearing of the ----- (Name of the Bank)
- (c) All drafts should be drawn in the name of University Employees Pension and Gratuity Fund (UNIPENGRAF) Bhopal. The draft should be prominently crossed as "Account Payee only" and sent directly to the bank at Bhopal by registered post.
- (d) Three copies of the covering letter will be sent to the bank at Bhopal along with the bank draft. After the amount is credited to the account of (UNIPENGRAF) the bank shall send one copy to the Finance Officer (Pension) Uchcha Shiksha Anudan Ayog Bhopal and another copy to the University concerned duly received.
- (e) The Bank will submit a weekly statement of credits received in the University Employees Pension and Gratuity Fund (UNIPENGRAF) with full particulars particulars mentioning the name of the university from which remittances were received and individual amount of each draft. This statement will be received by the Finance Officer (Pension) Uchcha Shiksha Anudan Ayog Bhopal on every Monday of the month and if Monday happens to be a holiday, on the next working day.

**13. Procedure regulating the payment of pension and gratuity-employee of the university.**

- (a) For the purpose of receiving pension, every pensioner shall be required to open a Saving Bank account in his own name (Single account) with the specified disbursing branch of the bank.
- (b) The payment of monthly pension shall be made by the bank automatically crediting the pensioner's savings bank account on the first of the following month with the authorised amount of pension and relief on pension. The pensioner could draw the amount from his savings bank account as and when desired by him and he shall not be required to be present at the bank every month.
- (c) An identity card containing the pensioner's joint photograph (Pensioner and his wife) together with his signature or thumb impression duly attested by the Registrar of the university shall be lodged with the disbursing branch of the bank.
- (d) Every pensioner shall personally appear before the Branch Manager of the bank from which he draws his pension or the Registrar of any university in Madhya Pradesh once in a year in the month of November. The Branch Manager of the Bank or the Registrar of the University as the case may be after satisfying himself regarding identity of the pensioner, shall record a certificate regarding continued existence of the pensioner.
- (e) The Registrar of the university shall be the competent authority for sanction of pension gratuity commutation anticipatory/provisional pension and gratuity. The amount so sanctioned shall

be payable by the ----- (Bank) ----- only after its enforcement authorization by the Finance Officer (Pension) Uchcha Shiksha Anudan Ayog Bhopal.

(i) All suits or other legal proceedings in respect of settlement of pension and gratuity claims under this statute shall be instituted by or against the Registrar of the university concerned from which the employee retired.

(ii) All the payments of pension, gratuity and commutation after sanction by the Registrar of the university shall be enforced by the Finance Officer (Pension) of M.P. Uchcha Shiksha Anudan Ayog Bhopal and the latter will authorize the ----- (Bank) ----- to arrange payments to the pensioner through the branch of the bank of the bank opted by him.

(f) Payments outside the state of M.P. will also be arranged by the ----- (Bank) ----- after procuring life certificate from the pensioner.

(g) Payment of the correct amount of Pension as authorised after proper identification of the Pensioner and the Yearly Life Certificate shall be the responsibility of the disbursing branch of the bank.

(h) To safeguard against possible overpayments in the case of the pensioner's death, which may not be known to the bank in time, the bank will obtain an undertaking from the pensioner for recovering all excess payment so made.

(i) The shall not authorise payment of balance outstanding to the credit of a deceased pensioner's account without a clearance certificate from the Registrar of the university from which an employee has retired.

#### 14. Procedure for pension and gratuity payment to the University Employees:

(a) When calculating the pension, family pension, gratuity and commutation amount payable to the employee on retirement, the procedure, the proformas and the rules as laid down in the M.P. Civil Service (Pension) Rules, 1976 and the M.P. Civil Pension (Commutation) Rules, 1976 as amended from time to time by the Government shall be applicable MUTATIS MUTANDIS.

(b) The Registrar of the university will act as head of office for preparation and sanction of pension and gratuity etc. to the university employees subject to issue of pension payment authority by the Finance Officer (Pension) of M.P. Uchcha Shiksha Anudan Ayog Bhopal.

(c) The Registrar of the university shall undertake the work of the preparing pension papers in the forms prescribed in the M.P. Civil Service (Pension) Rules, 1976 two years before the date on which the university employee is due to retire on superannuation.

(d) After preparation of the pension case by the Registrar, the pension paper shall be forwarded to the Finance Officer (Pension) of M.P. Uchcha Shiksha Anudan Ayog Bhopal at least 13 months before the date of retirement of the employee concerned for enforcement and authorising the payment of pension, gratuity etc. The pension case forwarded by the Registrar shall be pre-audited by the Resident Audit Officer of Local Fund sanctioned of the university.

(e) On receipt of pension case from the Registrar of the university the Finance Officer (Pension) of M.P. Uchcha Shiksha Anudan Ayog Bhopal will scrutinise it expeditiously. After satisfying himself that the pension case submitted by the Registrar, is in order in all respects he will issue authority to the designated bank for payment of pension and gratuity. The PPO will be issued in quadruplicate. The First copy of the PPO will be for the Head Office of the bank, the second copy will be for the pensioner and the third copy will be for

university record. After receipt of the first and fourth copy by the designated bank, it shall send the fourth copy to the branch of the bank through which the employee has asked for disbursement of his pension. The second, third and fourth copy of the PPO will clearly indicate that no payment can be made on the basis of those copies.

- (f) The Registrar of the university could sanction anticipatory pension or anticipatory gratuity or provisional pension or provisional gratuity according to the rules contained in the M.P. Civil Service (Pension) Rules, 1976 under intimation to the Finance Officer (Pension) of M.P. Uchcha Shiksha Anudan Ayog Bhopal. But this will be done only when pension case is prepared and sent to the Ayog for issue of payment authority. The procedure for payment of anticipatory pension/gratuity or provisional pension will be the same as prescribed for final payment of pension and gratuity mentioned in para 14 (c) above.
- (g) The Registrar of the university shall also be responsible to obtain no dues, no event and quarter vacation certificates in respect of the retiring employee before authorising final payment of pension and gratuity. It will also be the responsibility of the Registrar to adjust the payment of anticipatory pension, anticipatory gratuity or provisional pension and provisional gratuity from the final payment of pension and gratuity.

**15. Maintenance of service records:**

- (a) The Registrar of the university shall be responsible for proper maintenance of service records of the employees. He shall also record service verification certificates regularly in their service books.
- (b) Necessary action will be taken by the Registrar of the university in advance for regularisation and /or condonation of break in service of an employee if any by the competent authority.
- (c) Pay fixation statements by Local Fund auditors, nomination for provident fund, family pension gratuity and group Savings linked Insurance Scheme of each employee shall be obtained and pasted in their service book duly attested by the Registrar.
- (d) The pension case shall be prepared in the forms prescribed by the M.P. Government in the M.P. Civil Service (Pension) Rules, 1976. However, the M.P. Uchcha Shiksha Anudan Ayog may prescribe such other forms and documents or amendments to the Government pension forms as may be required from time to time to be furnished with each pension case.

**16. Audit of Pension Fund:**

The amounts of pension fund at the university headquarter will be checked and audited by the resident auditors of the Local Fund Audit stationed at the headquarter of the university. The audit party of the Finance Officer (Pension) of M.P. Uchcha Shiksha Anudan Ayog Bhopal will also test check the accounts of the Pension Fund once in a year and will verify that:

- (a) The amount of pension authorised for disbursement is as per sanction.
- (b) The entries of deposits and withdrawals from the pension fund agree with the bank statement and records in the office of the Finance Officer (Pension) of M.P. Uchcha Shiksha Anudan Ayog Bhopal.

17. (a) The Audit Officer i.e. the resident auditors of the Local Fund Audit Stationed at the headquarter of the university will pre-audit each pension/gratuity case before sending it to the Ayog for issue of pension payment authority.

(b) As regard audit of the payment authorised issued by the Finance Officer (Pension) of M.P. Uchcha Shiksha Anudan Ayog Bhopal the Audit party of A.G.M.P. may test check such cases while auditing the accounts of the M.P. Uchcha Shiksha Anudan Ayog Bhopal.

(c) The audit officer while applying requisite checks, shall keep in mind that what is intended is not a total over-head or audit of entire service book records, but only a scrutiny limited to the immediate purpose in hand, namely the calculation of pension gratuity and family pension admissible.

Similarly any check of correctness of the emoluments, shall not become an occasion for extensive examination going back into distant past. The check should be of the last 12 months at the minimum which is absolutely necessary and shall not in any case go back to a period earlier than a maximum of 36 months preceding the date of retirement.

**18. General Provisions:**

(a) Where any employee has taken extra ordinary leave without pay in excess of 120 days, the Executive Council of the University concerned shall be the competent authority to decide whether that period of leave shall qualify for purpose of pension.

(b) In case of doubt or where any provision in the Statute is not clear, the rules as laid down in the M.P. Civil Service (Pension) Rules 1976 will be applicable.

(c) The M.P. Uchcha Shiksha Anudan Ayog Bhopal shall be final authority in all matters relating to pension cases where in a decision has to be taken regarding date of birth, qualifying service, admissibility of pension and similar other issues.

## STATUTE NO. - 33

Subject - Introduction of Group Saving Linked Insurance Scheme for Employees of the Universities.

The Government of Madhya Pradesh in Higher Education Department, Bhopal vide order No. ----- dated ----- have been pleased to direct that Group Saving Linked Insurance Scheme may be made applicable to the officers employees and teaching staff of the university.

2. The Executive Council of the University hereby approves this Statute which contains the Group Saving Linked Insurance Scheme. This Statute shall come into force from date for all universities mentioned in Schedule I of the Madhya Pradesh Vishwavidyalaya Adhiniyam 1973 (unless a comparable scheme is already in force in any university) as may be fixed by the Co-ordination Committee and each university shall complete the procedural formalities with the Life Insurance Corporation of India before that date.

3. The scheme is intended to provide for the employees of each university at a low cost and on a wholly contributory and self-financing basis, the two benefits of (i) insurance cover to help their families in the unlikely event of death in service and (ii) a lumpsum payment of the employees to augment their resources on retirement.

4. The scheme shall come into force from twentieth date of the month. Thus when salary for the month of October is disbursed on 1st November, the deduction of employee's contribution will be made from the salary of the October and the scheme shall come into force (on payment of contribution to the LIC) from 20th November of the year.

5. Each regular and full time employee officer and teacher will be required to subscribe compulsorily a benefit amount of the contribution according to category to which each of them belong. For this purpose, they will contribute amount per month as noted against the category applicable to each of them. The maximum risk amount and the bifurcation of the contribution as insurance premium and saving fund contribution is given below:

Sr. No.	Pay range (i.e. pay & all types of DA)	category	Amount of contribution per month	Max risk Covered	Bifurcation Saving of the non A/C with the contribution LIC in Ins. premium
1.	5001 and above A	80,000	80,000	24	56
2.	2001 to 5000/- B	60,000	60,000	18	42
3.	1001 to 2000/- C	50,000	50,000	15	35
4.	1000 and below D	30,000	30,000	09	21

6. In the event of shifting of employee from one category to another category because of change of pay range his subscription will be raised from the next annual renewal date, to the level appropriate to the category to which he belongs and until the date of next annual renewal he will continue to be covered for insurance for the same amount for which he was eligible before such change in category.

7. Entry into the scheme will be compulsory for all the new regular entrants from the next renewal date. Those who have opted not to join the scheme at the commencement of the scheme will not be allowed to join the scheme subsequently.

8. Withdrawal from the scheme is not permitted except on cessation of employment.

9. The contribution will be fully financed by the employee themselves, and the university will pay the contribution of all the employees of the university collectively to the Life Insurance Corporation, which has undertaken to run the scheme on behalf of the university.

10. The amount of the contribution paid by the university to the Life Insurance Corporation on behalf of each employee will be divided into two parts by the said corporation as given in paragraph 5 above. One part will be credited to the Savings fund and separately accounted for and it will earn a compound interest of 11% per annum and all the accumulations in this Fund together with the interest will be paid to the employee on cessation of service due to resignation, retirement, or to the nominee in the unlikely event of death of the employee while in service. The other part which represent insurance premium in not refundable.

The other part of the contribution of the employee will be credited to the insurance fund for insurance cover. Owing to an unlikely event of death while in service, the nominee of the deceased employee will be eligible to receive the sum mentioned in paragraph 5 above applicable to his category. This amount will be paid to the nominee in addition to the accumulated amount in saying fund with interest thereon as started above.

11. The employee entering into service of the university after annual renewal month, will be given benefit of appropriate insurance cover only from the date of joining service on payment of subscription appropriate to his category as mentioned in paragraph 5 above. From the month following the annual renewal date the regular contribution as stated in paragraph 5 above will be deducted from their pay and thus would become regular members of the scheme thereafter.

12. The insurance will be subject to the audit by the auditors of Local Fund stationed in the University. The statement of consolidated amount standing to the credit of the group issued by the LIC will be regularly checked and verified by the local fund auditors.

13. This scheme shall be managed by the Registrar of the University, who will be responsible to ensure that monthly contribution of the employees is deducted regularly from salaries of the employee and deposited with LIC before due date to avoid and penal interest payment. The Registrar will also ensure in respect of deductions of contribution of contributions are properly completed and maintained.

14. The university shall create a fund known as "Group Savings Linked Insurance" and the university shall initially deposit out of its own fund an amount equal to one month's contribution payable to the LIC in this fund. The University may augment this fund from time to time if the circumstances so warrant. The monthly deduction from the employee's salary shall first be credited to this fund and the amount paid to LIC every month shall be debited to the fund.

15. The subscription shall be recovered from the employee's salary every month including the month during which he remain on leave of any kind including extra-ordinary leave without pay or deputation.

16. In the following cases, the amount payable to the LIC every month shall be initially paid out of the Group Saving Linked Insurance Fund before the prescribed date the subsequently the amount would be credited to the fund on recovery from the employee concerned.

(a) When employee proceeds on leave of any kind including extra-ordinary leave without pay and his salary has not been drawn or paid to him any month. In such a case the amount may be recovered from any of the dues payable to this employee concerned For this purpose, the Registrar shall obtain an undertaking from each employee at the commencement of the scheme.

(b) When an employee has gone on deputation to any other organization, it shall be the responsibility of the employee concerned to pay the amount of his contribution to the Registrar of the University before seventh day of each month, failing which the amount would be recovered from him with penal interest at 15% per annum.

17. The amount credited in the Saving account with the LIC (as shown in paragraph 5 above) shall be refunded by the LIC to the Registrar for refunding it to the employee concerned or his nominee in the unlikely event of death only on cessation of employment or death as the case may be. No advance will be admissible to the employee or his nominee this saving account with the LIC.

18. The Registrar of the University shall obtain from every employee who has contributed towards the scheme, a nomination conferring on one or more persons the right to receive the amount that may become payable under the scheme in the unlikely event of his death while in service.

If the member of the scheme has a family at the time of his making a nomination, he shall make such nomination only in favour of a member or members of his family. All such nomination received by the Registrar of the University shall be counter signed by him and pasted in the service record of the employee concerned and a copy of the nomination shall be furnished to the LIC.